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**U.S. General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is [GSAAdvantage.gov](http://GSAAdvantage.gov).

**Schedule Title:** Environmental Services

**FSC Group:** Group: 899

**FSC Class:** Class 899

**Contract Number:** GS-10F-0401X

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

**Contract period:** Base contract period is July 22, 2011 through July 21, 2016

**Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable):** Otak, Inc., 17355 SW Boones Ferry Road, Lake Oswego, OR 97035  
Telephone 503-635-3618 Fax 503-635-5395

**Contractor's internet address/website where schedule information can be found (as applicable):** [www.otak.com](http://www.otak.com)

**Contract administration source (if different from preceding entry):** Tonya L. Finley, CFCM,  
Senior Associate, Manager Contracts Administration

**Business size:** Large business

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## Customer Information

**1a. Table of awarded special item number(s):**

899-1 Environmental Consulting Services

899-1RC Environmental Consulting Services

899-7 Geographic Information Systems (GIS) Services

899-7RC Geographic Information Systems (GIS) Services

**1b. See hourly rate schedule below**

**1c. See table below for a description of all commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services.**

**2. Maximum order: \$5,000,000**

**3. Minimum order: \$100**

**4. Geographic coverage (delivery area):** FOB Destination, domestic delivery.

**5. Point(s) of production (city, county, and State or foreign country):** Otak, Inc. 17355 SW Boones Ferry Road, Lake Oswego, OR 97035

**6. Discount from list prices or statement of net price:** Government net prices (discount has already been deducted).

**7. Quantity discounts:** None.

**8. Prompt payment terms:** Net 30 days.

**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Not at this time.

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Not at this time.

**10. Foreign items (list items by country of origin):** None.

**11a. Time of delivery (Contractor insert number of days):** Exact time to be specified on individual delivery/task orders.

**11b. Expedited delivery:** The Contractor. will insert the sentence "Items available for expedited delivery are noted in this price list." that have expedited delivery.

**11c. Overnight and 2-day delivery:** Exact time to be specified on individual delivery/task orders.

**11d. Urgent Requirements:** The Contractor will note in its price list the "Urgent

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**Requirements"** clause of its contract and advise agencies that they can also contact the Contractor s representative to affect a faster delivery.

12. **F.O.B Points(s):** Destination.
- 13a. **Ordering Address (es):** Same as Contractor.
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA s) are found in Federal Acquisition Regulation (FAR) 8.405.3.
14. **Payment address (es):** Otak, Inc. PO Box 1379, Lake Oswego, OR 97035
15. **Warranty provision:** N/A
16. **Export packing charges, if applicable:** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor.
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor s website or other location.) The EIT standards can be found at:** [www.Section508.gov/](http://www.Section508.gov/) . N/A
25. **Data Universal Numbering System (DUNS) number:** 031828783
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Otak, Inc. maintains a current CCR registration.



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**Ib. Hourly Rates for SINs 899-I and 899-7**

Labor Category	Hourly Rate 7/22/11 – 7/21/12
PIC/Sr. PM Planner	\$ 179.82
Sr. PM – Planner I	\$ 148.55
Planner III	\$ 120.20
Planner II	\$ 91.86
Planner I	\$ 75.25
Planner Associate III	\$ 69.39
Planner Associate II	\$ 60.59
Sr. GIS Specialist	\$ 85.02
GIS Specialist	\$ 74.27
PIC/Scientist	\$ 158.32
Scientist III	\$ 106.52
Scientist I	\$ 60.59
Sr. PIC/Sr. PM LA/Mst Pln	\$ 204.25
PIC/Sr. PM LA/Master Plan	\$ 155.39
Landscape Architect V	\$ 112.39
Landscape Architect IV	\$ 100.66
Landscape Architect III	\$ 97.73
Landscape Technician III	\$ 71.34
Landscape Technician II	\$ 69.39
Landscape Technician I	\$ 57.66
Urban Designer IV	\$ 133.89
Urban Designer II	\$ 108.48
Civil Engineer VIII	\$ 142.68
Engineering Tech V	\$ 91.86
Architect I	\$ 87.95
Architectural Tech I	\$ 62.55
3-D/Visualization Specialist II	\$ 98.70
Contract Admin	\$ 79.16
Project Admin Asst	\$ 66.45

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### Otak, Inc. SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	Wage Determination Number	Rev No.	Date of Last Revision	State	Counties
30085 - Engineering Tech V	Engineering Technician V	2005-2441	10	7/16/10	OR	Washington, Clackamas
30363 - Contract Admin	Paralegal/Legal Assistant II	2005-2441	10	7/16/10	OR	Washington, Clackamas
01020 - Project Admin Asst	Administrative Assistant	2005-2441	10	7/16/10	OR	Washington, Clackamas

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Prices are based on a commercial price list - only a revision in the commercial price list will enable the contractor to revise prices.

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### Ic. Labor Category Descriptions

Labor Category	Duties/Responsibilities	Minimum Education / Training	Minimum Experience (years)
PIC/Sr. PM Planner	Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive professional activities. Supervision received is essentially administrative. One or both of the following: (1) In a supervisory capacity is responsible for the planning segment of the organization. Recommends facilities, personnel, and funds required to carry out programs. (2) As an individual planning consultant, is a recognized leader and authority in the firm. Directs several subordinate supervisors or team leaders.	BS, BA, or MBA	15
Sr PM. - Planner I	Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of the planning disciplines. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs a large and important project or a number of small projects with many complex features. (2) As individual researcher or worker, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. (3) As staff specialist, usually performs as a staff advisor and consultant. Supervises, coordinates, and reviews the work of a small staff of professionals.	BS, BA, or MBA	10



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Labor Category	Duties/Responsibilities	Minimum Education / Training	Minimum Experience (years)
Planner III	Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard planning techniques, procedures, and criteria. Independently performs most assignments with instructions as to the general results expected. Plans, schedules, conducts, or coordinates detailed phases of the professional work in a part of a major project or in a total project of moderate scope. May supervise or coordinate the work of other professionals who assist in specific assignments. (1) Serves as project manager for NEPA documents prepared for infrastructure, land use, and energy development projects. (2) Manages multidisciplinary teams of Otak staff and subconsultants. (3) Writes various generalist sections of NEPA documents, such as alternatives, land use impacts, and demographic impacts, and reviews/edits other sections prepared by resource specialists. (4) Manages and coordinates complex NEPA documents. (5) Makes client and public presentations of NEPA documents.	BS or BA	7
Planner II	Independently evaluates, selects, and applies standard planning techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Receives instruction on specific assignment objectives, complex features, and possible solutions. (1) Serves as project manager for NEPA documents prepared for infrastructure, land use, and energy development projects. (2) Writes various generalist sections of NEPA documents, such as alternatives, land use impacts, and demographic impacts, and reviews/edits other sections prepared by resource specialists. (3) Manages and coordinates complex NEPA documents. (4) Makes client and public presentations of NEPA documents.	BS or BA	5
Planner I	Entry level for professional planning work. Receives close supervision on new aspects of assignments. Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced professional.	BS or BA	1 – 2
Planner Associate III	Provides advanced research, data gathering, and organization of material.	BS or BA	1
Planner Associate II	Provides basic research, data gathering, and organization of material.	BS or BA	None

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Labor Category	Duties/Responsibilities	Minimum Education / Training	Minimum Experience (years)
Sr. GIS Specialist Planner	Under general direction of technical manager, provides technical expertise within area of specialization for diverse activities related to GIS, throughout a region, business unit, or company-wide. May serve as firm's lead GIS consultant. Has full responsibility for interpreting, organizing, and executing all types of GIS assignments. Conducts quality-control checks, reviews calculations, tests, and reports for accuracy and completeness on projects. Plans and organizes work of GIS specialists. Recommends changes and improvements to GIS studies, plans, and programs. Work involves research and problem-solving on a variety of projects requiring GIS analysis and support on unique or controversial problems whose solutions have important effects on major company programs.	BS, BA, or M.S. in Geography, Computer Science, or related field. May require Professional Certification within certain disciplines.	10+
GIS Specialist - Planner	Under direction of technical leader, provides expertise of fully competent GIS practitioner to all conventional aspects of functional area and applies advanced concepts/techniques to unconventional problems. May serve as lead GIS consultant on projects. Carries out complex or novel assignments requiring development of new or improved techniques and procedures. Responsible to analyze technical problems and devise new approaches and alternative solutions. Work assignments involve considerably complex GIS studies, and require advanced techniques and modification and extension of theories, precepts, and practices. Supervises and reviews work of GIS Analysts, Technicians, and CADD Operators assigned to specific projects. Represents firm in conferences with clients and sub-consultants to resolve technical project questions.	BS or BA in Geography, Computer Science, or related field.	7 – 10
PIC/Scientist	Makes authoritative decisions and recommendations having significant impact on extensive scientific activities of company. Initiates and maintains extensive contacts with key scientists and officers of other organizations and companies. Individuals at this level demonstrate a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive scientific projects. Typical duties and responsibilities include one or both of the following: Supervisory responsibility for important segment of the organization's scientific programs. As individual researcher and consultant, selects problems for research to further the organization's major projects and objectives. As a leader and authority in the company and area of specialization, advises company officials on complex aspects of extremely broad and important programs.	BS, MS, or PhD in geology, hydrology, or water resources	10+

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Labor Category	Duties/Responsibilities	Minimum Education / Training	Minimum Experience (years)
Scientist III	Independently evaluates, selects, and applies standard scientific techniques and procedures while using judgment when necessary to adapt standard methods and techniques. Assignments have clear and specified objectives and require investigation of limited number of variables. Generally requires a minimum of. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance given for unusual problems and normally reviewed for application of sound professional judgment. May supervise or coordinate work of technicians and be assisted by lower-level scientists. Performs field data collection, data analysis and report preparation for natural resource studies.	BS	5 years or related experience
Scientist II	Works under supervision; receives specific and detailed instructions for required tasks and results expected. Performs a variety of routine scientific tasks, which provide experience and familiarity with scientific staff, methods, practices, and programs. Usually assumes limited responsibility for direction of others.	BS	3-5 years or related experience
Scientist I	Entry-level professional. Works under close supervision; receives specific and detailed instructions for required tasks and results expected. Performs a variety of routine scientific tasks, which provide experience and familiarity with scientific staff, methods, practices, and programs. Usually assumes no responsibility for direction of others, except for possible assistance in collecting data.	BS	None, or equivalent education & experience without BS
Sr. PIC/Sr. PM LA/Master Plan	Makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive professional activities. Supervision received is essentially administrative. One or both of the following: (1) In a supervisory capacity is responsible for the Landscape Architecture segment of the firm. Recommends facilities, personnel, and funds required to carry out programs. (2) As an individual planning consultant, is a recognized leader and authority in the firm. Directs several subordinate supervisors or team leaders, some of whom are in positions comparable to Sr. PM – LA/Master Planner.	BS or Licensed LA	15
PIC/Sr. PM LA/Master Plan	Independently evaluates, selects, and applies standard planning techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Receives instruction on specific assignment objectives, complex features, and possible solutions. Performs work which involves conventional types of planning.	BS or Licensed LA	12

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Labor Category	Duties/Responsibilities	Minimum Education / Training	Minimum Experience (years)
Landscape Architect V	Provides technical and administrative supervision and direction to assigned landscape architecture and support staff. Oversees and schedules all aspects of work within established operating unit of firm.	BS	6
Landscape Architect IV	Interprets, organizes, executes, and coordinates project assignments. Responsible for complex and/or diverse project assignment design and development, and may supervise lesser-experienced staff toward assigned project task completion.	BS	5
Landscape Architect III	Fully competent in all conventional aspects of landscape architecture. Plans and conducts work requiring judgment in independent evaluation, selection, and substantial adaptation and/or modification of standard techniques, procedures, and criteria. Generally receives technical guidance on unusual or complex situations and supervisory approval of prepared project plans. May direct work of others on project-assignment basis.	BS	3–4
Landscape Technician III	Completes moderate to complex tasks with supervision.	Associate's Degree	1 – 2
Landscape Technician II	Completes moderate tasks with supervision.	Associate's Degree	1
Landscape Technician I	Completes basic tasks with supervision.	Associate's Degree	None
Urban Designer V	Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of the planning disciplines. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs a large and important project or a number of small projects with many complex features. (2) As individual researcher or worker, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. (3) As staff specialist, usually performs as a staff advisor and consultant. Supervises, coordinates, and reviews the work of a small staff of professionals.	BS or BA	15

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Labor Category	Duties/Responsibilities	Minimum Education / Training	Minimum Experience (years)
Urban Designer IV	Requires the use of advanced techniques and the modification and extension of theories, precepts, and practices of the planning disciplines. Supervision and guidance relate largely to overall objectives, critical issues, new concepts, and policy matters. One or more of the following: (1) In a supervisory capacity, plans, develops, coordinates, and directs a large and important project or a number of small projects with many complex features. (2) As individual researcher or worker, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. (3) As staff specialist, usually performs as a staff advisor and consultant.	BS or BA	12
Urban Designer III	Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard planning techniques, procedures, and criteria. Independently performs most assignments with instructions as to the general results expected. Plans, schedules, conducts, or coordinates detailed phases of the professional work in a part of a major project or in a total project of moderate scope. May supervise or coordinate the work of other professionals who assist in specific assignments. (1) Serves as project manager for NEPA documents prepared for infrastructure, land use, and energy development projects. (2) Manages multidisciplinary teams of Otak staff and subconsultants. (3) Writes various generalist sections of NEPA documents, such as alternatives, land use impacts, and demographic impacts, and reviews/edits other sections prepared by resource specialists.	BS or BA	10
Urban Designer II	Compiles data for use by Urban Designer in making planning studies: (1) Summarizes information from maps, reports, field and file investigations, and books. (2) Traces maps and prepares statistical tabulations, computations, charts, and graphs to illustrate planning studies in areas, such as population, transportation, traffic, land use, zoning, and public utilities. (3) Prepares and updates files and records. (4) May answer public inquiries, conduct field interviews and make surveys of traffic flow, parking, facilities, recreation, zoning, and other conditions which affect planning studies.	BS or BA	7

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Labor Category	Duties/Responsibilities	Minimum Education / Training	Minimum Experience (years)
Civil Engineer VIII	Makes authoritative decisions and recommendations having significant impact on extensive engineering and related activities of company. Negotiates critical and controversial issues with top-level engineers and officers of other organizations and companies. Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive engineering programs and activities of outstanding novelty and/or importance. Receives general administrative direction. Is responsible for one or more programs of such diversity and scope to be of critical importance to overall company objectives.	BS / Registered PE	12
Engineering Tech V	Serves as senior-level project design leader providing coordination of multi-disciplinary functions for complex projects. Assists Civil Engineer in application of principles, methods, and techniques of civil engineering technology: Reviews project specifications and confers with Civil Engineer concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports. Surveys project sites to obtain and analyze topographical details of sites, using maps and surveying equipment. Drafts detailed dimensional drawings, such as those needed for master plans, highway plans, structural steel fabrication, and water control projects, performing drafting duties. Calculates dimensions, profile specifications, and quantities of materials such as steel, concrete, and asphalt, using calculator.	Associate's Degree or equivalent experience	8
PIC/Sr. PM Architecture	Responsible for interpreting, organizing, executing, and coordinating assignments. (1) Plans and develops architectural projects concerning unique and/or controversial complexities which significantly impact major company programs. (2) Involves exploration of subject area, definition of scope, selection of items for investigation, and development of novel concepts and methods. (3) Maintains liaison with individuals and units in or outside firm with responsibility for technical matters pertaining to individual's field. (4) Registration as licensed architect required. Supervision received is mainly administrative, with assignments based on broad, general objectives and limits. (5) Typical duties/responsibilities include one or more of following: a) plans, organizes, and supervises work of staff of architects and technicians, b) as individual researcher, consultant, or staff specialist conceive plans and conducts research in areas of considerable scope and complexity.	B. Arch/ Registration as a licensed architect	12

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Labor Category	Duties/Responsibilities	Minimum Education / Training	Minimum Experience (years)
Architect III	Applies sound and diverse knowledge of architectural principles and practices in broad array of assignments and related fields. (1) Acts independently regarding architectural methods and complexities. (2) Requires use of advanced techniques and modification/extension of theories, precepts, and practices of individual's field. (3) Supervision and guidance mainly concern overall objectives, critical issues, new concepts, and policy matters. (4) Consults with supervisor regarding unusual complexities and developments. (5) Performs more visible architectural work with responsibility for independent action and decision. (6) Plans, directs, and supervises architectural aspects of report, design, or construction projects. (7) Typical duties/responsibilities include one or more of following: 1) supervises, coordinates, and reviews work of small staff of architects and technicians, 2) as individual researcher or staff specialist, carries out complex or novel assignments requiring development of new or improved techniques and procedures.	B. Arch / Registration as a licensed architect is required	10
Architect I	Fully competent architect in all conventional aspects of architecture. (1) Performs work requiring independent judgment in evaluation, selection, and substantial adaptation/modification of standard techniques, procedures, and criteria. (2) Independently solves problems encountered. (3) Performs architectural assignments under general supervision. (4) Selects and determines procedures in architectural matters. (5) Writes reports and specifications. (6) Reviews completed reports, plans, estimates, and calculations. (7) Prepares and/or supervises preparation of architectural plans and renderings. (8) Independently performs most assignments with instruction concerning general results expected. (9) Receives technical guidance on unusual or complex issues and supervisory approval on proposed project plans. Supervises a few architects or technicians on assigned work.	B. Arch / Registration as a licensed architect is required	2
Architectural Tech III	Experienced draftsman that performs non-routine and complex drafting assignments requiring application of standardized drawing techniques. Works independently with occasional direction from supervisor and may direct efforts of less-experienced draftsmen.	Associate's Degree or equivalent experience	5
Architectural Tech I	Entry level with some specialized drafting or engineering training. Copies detailed plans and drawings.	Associate's Degree or equivalent experience	none

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Labor Category	Duties/Responsibilities	Minimum Education / Training	Minimum Experience (years)
3D/Visualization Spec. II	Prepares visual simulations of planned development and/or reclamation including roads, buildings and facilities, cut-and-fill, grading, water storage, drainage, and vegetation: (1) Uses a variety of specialized software to create realistic renderings of planned results. (2) Studies layouts, sketches of proposed projects, and related materials to become familiar with assignment. (3) Formulates concept and renders illustration and detail from models, sketches, memory, and imagination.	Associate's Degree or equivalent experience	2
Contract Admin	Analyzes moderate to complex risk level solicitations and contracts. Negotiates contracts with Clients/Subconsultants. Develops complex cost proposals/contract schedule as well as administrative/contractual reporting documents. Coordinates closely with project managers and finance personnel.	BS	3–5
Project Admin Asst	Provide technical support and coordination with professional staff.	Associate's Degree or equivalent experience	3–5

Three years is equivalent of an Associate's Degree requirement  
Five years is equivalent of a Bachelor's Degree requirement

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